

## MILPERSMAN 1300-1100

### IMMEDIATE FAMILY MEMBER ASSIGNMENT OR REASSIGNMENT POLICY

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Governing Directives	OPNAVINST 1300.15
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1. **Policy.** This article outlines the procedures for submission of requests for assignment or reassignment of members of the same immediate family serving on active duty in the U.S. Navy in other than hostile fire areas and establishes requirements to be met for submission of such requests.

a. Policies governing deferment of Navy personnel from duty in hostile fire zones are contained in OPNAVINST 1300.15.

b. For the purposes of this article, family members include; father, mother, sons and daughters, and all sisters and brothers in the following categories:

- (1) A brother or sister of whole blood.
- (2) A brother or sister of half blood.
- (3) A brother or sister by adoption.

c. All personnel desiring shipboard family duty are required to sign the following NAVPERS 1070/613, Administrative Remarks page entry:

Date: "I understand the potentially hazardous implication of family duty but desire this assignment."

Member's Signature

Witnessed by: L. Ward  
CDR, USN, Personnel Officer

d. Commander Navy Personnel Command (COMNAVPERSCOM) has no objection to assignment in the same area of two members of the same immediate family where an officer and enlisted person are involved, providing the transfer is not to the same military command, and there are at least two commands in the immediate areas.

2. **Requirements For Cost Transfer.** Chief of Naval Personnel supports the assignment of members of the same immediate family serving on active duty in the U.S. Navy. Every reasonable effort will be made for same immediate family members to serve together whenever possible.

a. Assignments will normally be made to fill valid Navy requirements, considering the needs of the military family as well as the manning of the losing and gaining activities. Therefore, immediate reassignment may not always be possible. Members requesting transfer to serve with a member of an immediate family must be otherwise eligible for reassignment under current distribution directives (i.e., near projected rotation date (PRD)) and meet the following criteria.

(1) Urgent service requirements do not preclude approval.

(2) The receiving activity has an authorized requirement for the rate/rating/Navy Enlisted Classification code (NEC) concerned.

(3) The member requesting transfer has sufficient obligated service (OBLISERV) or minimum service retainability to serve the applicable tour at the activity requested.

(4) Neither member is in receipt of permanent change of station (PCS) orders.

(5) Member must have a clear record for the previous 12 months.

b. Except for personnel in recruit or student status, 1 year at the current duty station prior to the requested date of transfer.

c. Requests submitted more than 6 months in advance of eligibility for transfer will be returned to originator.

3. **Requirements For No-Cost-To-The-Government Transfer.** When members would not normally receive the reassignment requested due to other considerations, such as PCS constraints or insufficient

time in present fleet to meet inter-fleet transfer requirements, COMNAVPERSCOM has no objection to the issuance of no-cost-to-the-government transfer directives by distribution authorities.

a. The following criteria must be met:

(1) Urgent service requirements do not preclude approval.

(2) The receiving activity has an authorized requirement for the rate/rating/NEC concerned.

(3) Where duty ashore is involved, the member requesting reassignment is eligible for shore duty and has sufficient time remaining on their normal shore tour to provide 24 months service at the receiving activity.

(4) The member requesting transfer has sufficient OBLISERV or minimum service retainability to serve the applicable tour at the activity requested.

(5) Neither member is in receipt of PCS Orders.

(6) Member must have a clear record for the previous 12 months.

b. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear trained personnel are required to have sufficient OBLISERV remaining to complete a 24 month tour at the receiving command.

c. Except for personnel in recruit or student status, member requesting transfer must complete a minimum 1 year at current duty station prior to the requested date of transfer.

d. Requests submitted more than 6 months in advance of eligibility for transfer will be returned to originator.

e. Travel outside the continental United States via Military Airlift Command is not authorized on no-cost-to-the-government transfer due to industrial funding regulatory restrictions.

f. Fleet Commanders may authorize utilization of fleet units for transportation where practical and feasible.

4. **Request.** Request for assignment to duty with another member of the immediate family shall be submitted to the appropriate Assignment Control Authority (ACA), via both member's commanding officers, and the non-requesting member.

a. Officers will submit requests via NAVPERS 1301/7, Officer Personnel Action Request.

b. Enlisted personnel will submit requests via NAVPERS 1306/7, Enlisted Personnel Action Request.

c. Requests from non-designated (SN/FN/AN) personnel shall be addressed to EPMAC via the Commanding Officer.

d. All requests must include the following information:

(1) Requested date of transfer.

(2) Name, rate, social security number, PRD, duty station and homeport (if applicable) of the other family member.

e. When the member originating the request for transfer is not eligible for reassignment under cost conditions, the following statement shall be executed on the NAVPERS 1070/613, Administrative Remarks.

Date: "I understand that if my request for transfer by reason of assignment to be with (relation of family member) is authorized, it will be as a result of my own request for my personal convenience, and is to be made at no-cost-to-the-government. I shall not be entitled to reimbursement for any expenses connected therewith (travel, household goods shipment, or POV shipment) and government transportation. The use of Military Airlift Command is not authorized for myself or my dependents. I shall not be entitled to payment of dislocation allowance and my transfer will be made during a leave period with no proceed or travel time authorized."

Member's Signature

Witnessed by: L. S. Ward  
CDR, USN, Personnel Officer

5. **Forwarding Endorsement.** Each commanding officer shall make positive comments and recommendations as to desirability of having the family members serve together. Additionally, they will ensure required NAVPERS 1070/613 entry(s) have been completed as applicable.